

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF WEST VIRGINIA**

ROBERT C. BYRD U. S. COURTHOUSE
300 VIRGINIA STREET EAST, ROOM 3200
CHARLESTON, WEST VIRGINIA 25301



MARGARET JO PROOPS
Clerk of Court

Telephone: 304-347-3003
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June 10, 2009

To: Bankruptcy Bar and Public

Effective June 16, 2009, the Bankruptcy Court for the Southern District of West Virginia will provide part-time service at its divisional clerk's office located in the Federal Courthouse, Parkersburg, West Virginia, at the address below.

**United States Bankruptcy Court
Southern District of West Virginia**
Federal Courthouse
425 Juliana Street, Room 5116
Parkersburg, West Virginia 26101
Phone (304) 420-6021
FAX (304) 420-6031

Services will be available in Parkersburg on Tuesdays and Fridays from 9:00 a.m. to 4:00 p.m.; the office will be closed for lunch from 1:30 p.m. to 2:00 p.m.

Documents that are not filed electronically may be filed by delivering them in person to the Parkersburg Bankruptcy Clerk's Office from 9:00 a.m. to 4:00 p.m. on Tuesdays and Fridays. Documents that are being filed by mail should not be mailed to the Parkersburg Office, but should be mailed to the Bankruptcy Clerk's main office in Charleston at the Robert C. Byrd U.S. Courthouse, 300 Virginia Street East, Room 3200, Charleston, West Virginia, 25301. For additional information, please contact Jennifer J. Giampapa, Deputy Clerk, at the telephone number above.